

## IMPLEMENTATION OF POLICY

**2250.**

### **IMPLEMENTATION OF POLICY 2250**

Those in supervisory positions are responsible for informing all personnel within their responsibility of existing policies and regulations and for seeing that they are implemented in the spirit intended. Disregard for Board policies and administrative regulations may constitute willful neglect of duty and may constitute grounds for dismissal.

Approved: April 28, 1981

Reviewed on March 1, 2016, and no changes made.

Previous Policy Number: CD

## Review of Administrative Rules by the Board

**2250.1.**

### **REVIEW OF ADMINISTRATIVE RULES BY THE BOARD 2250.1**

The Board reserves the right to review and veto administrative rules should they, in the Board's judgment, be inconsistent with the policies adopted by the Board.

Approved: April 28, 1981

Reviewed on March 1, 2016, and no changes made.

Previous Policy Number: CD2

## Dissemination of Administrative Rules by the Board

### **2250.2.**

For the purpose of keeping the staff informed, an administrative handbook detailing the operating procedures for the Meriden Public Schools shall be developed and copies made accessible to staff members. It shall be an administrative responsibility to develop this handbook and to keep it current.

## Approval of Handbooks and Directives

### **2250.3.**

#### APPROVAL OF HANDBOOKS AND DIRECTIVES 2250.3

The Superintendent shall approve the publication of all curriculum guides, manuals, handbooks, pamphlets, and similar publications that deal with policies and procedures of the school system.

Approved: April 28, 1981

Reviewed on March 1, 2016, and no changes made.

Previous Policy Number: CD4

## Guidelines for the Preparation of School Handbooks and Directives

### **2250.31 (R).**

2250.31R

#### GUIDELINES FOR THE PREPARATION OF SCHOOL HANDBOOKS AND DIRECTIVES

School Handbooks are designed to assist in the administration and operation of a particular school. They are used by staff, students and parents. They are unique to each school.

The Administrative Rules and Regulations which complement the Board Policies are more system-wide in scope and are issued by the Central Administrative Office with the approval of the Superintendent. They do not replace School Handbooks.

The Superintendent shall approve all School Handbooks prior to publication.

Approved: April 28, 1981

Amended: March 1, 2016

Previous Policy Number: CD4-R

## Temporary Administrative Arrangements

### **2250.4.**

#### TEMPORARY ADMINISTRATIVE ARRANGEMENTS 2250.4

The responsibility for decision-making must be clearly delineated. This is particularly true if the Superintendent, for one reason or another, is unavailable. In these cases, there should be a clear line of administrative succession which designates both responsibility and authority.

In the event of serious illness or death of the Superintendent, the President of the Board shall call a special meeting of the Board to determine what course the district should take at that time.

Approved: April 28, 1981

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Previous Policy Number: CD6